

## SELF-ASSESSMENT SCENARIOS

### ELM TRNG5090 – MANAGE TRAINING, ENROLLMENT, AND OFFERINGS

#### Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

#### Self Assessment Script 1 – Enabling Chargebacks for Customers

Score: \_\_\_\_\_

**Directions:** Enable a chargeback for Customer 1509.

Customer 1509 is enabling chargebacks for the GL Business Unit 30101. There will be a discount given of 10%.

**Important notes or comments to remember:** Use this section to enter any notes or comments that learned during this assessment.

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#### Self Assessment Script 2 – Adding Attachments and Files to Activities

Score: \_\_\_\_\_

**Directions:** Add an attachment to Activity HR-1300.

For activity HR-1300 you will need to add an attachment to the activity. There will also be one handout that has been shipped. A note will be left for the Learners to bring a notepad and writing utensil to class.

**Important notes or comments to remember:** Use this section to enter any notes or comments that learned during this assessment.

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## Self Assessment Script 3 – Activating an Activity

Score: \_\_\_\_\_

**Directions:** Activate the Activity HR-1300.

After the Activity HR-1300 has been created and saved the Catalog Administrator will have to go back into the Activity and change the status from pending to active.

**Important notes or comments to remember:** Use this section to enter any notes or comments that learned during this assessment.

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## Self Assessment Script 4 – Enrolling a Learner into an Activity

Score: \_\_\_\_\_

**Directions:** Learning Administrator will enroll Leather Tuscadero into HR-1234.

On behalf of Christian Lomax, a Learning Administrator will enroll Leather Tuscadero into Activity HR-1234.

**Important notes or comments to remember:** Use this section to enter any notes or comments that learned during this assessment.

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